IAK Internet and Computer Acceptable Use Policy

Student and Parent agreement

Learning is enhanced through technology's endless possibilities. Teachers have opportunities to gather information, communicate with people all over the world, and create their own products. IAK provides students and staff with technology services. These services may include the use of computers, servers, other technology equipment, the Internet and e mail addresses in the school's name.

Despite every attempt to censor and control the access of inappropriate material, we rely on each user's understanding of this policy and on the fact that a teacher's self-discipline and attitude to I.T. use in school will be positive. The use of I.T. in a school is different from the use of I.T. at home and this is the fundamental understanding all teachers should have.

Some sites on the Internet may contain offensive material. Even though it is impossible to have control over all of the information on the Internet, IAK has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive workplace experience. Communications on the Internet are public in nature and files stored on the Internet should not be assumed to be private.

Acceptable Use of Technology
- The use of IAK technology is a privilege and not a right.
- Technology is designed to be used as a tool to assist with the instructional objectives of IAK. Students and staff shall use technology efficiently to minimize interference with others.

The Acceptable use of I.T. for all Users comes under four broad areas:

A- Hardware Use
- Users should report any damage to equipment before use.
- Users should not knowingly damage any hardware.
- I.T. hardware is the property of the school and should be respected in the same way as other property.

B- Internet access and use/ EDUNATION
- Accessing the Internet in school may not carry the same rights as access from outside school.
- Internet use will be monitored through user log in.
- Users should only access the Internet at designated times.
- The downloading or sharing/posting of inappropriate materials is strictly forbidden.
- *Users of the learning platform Edunation must respect ALL the rules of this AUP. Misuse (including but not limited to: illegal download/upload, inappropriate or offensive language/messages/cyber bullying) may result in withdrawal of this service temporarily or permanently. IAK reserves the right to refuse access to Edunation where appropriate.*

C- Respect for others and oneself (including Social networking and privacy)
- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials is not permitted.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number is disrespectful and does not comply with the school's Mission and Objectives
- Logging in to the system using another user's account or password is forbidden.
- Leaving an account open or unattended is irresponsible behaviour.
- Accessing social networking sites is prohibited in school time and on school premises.

D- **Data use and copyright**

Users should not:
- Attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise.
- Redistribute a copyrighted program or copyrighted material without the express written permission of the owner or authorized person. This includes uploading and downloading of materials.
- Violate Kuwaiti law.
- Alter computer equipment as set up by the system administrator.
- Encourage the use of or promoting the sale of controlled substances or drugs.
- Infringe copyright laws.

IAK Rights And Responsibilities
- IAK reserves the right to monitor all activity on the Internet.
- IAK reserves the right to block any material on the Internet.
- IAK reserves the right to deny access to technology to any individual.
- Security on the network is a high priority. The system administrators shall establish procedures that will maximize system security.
- Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Internet provided by IAK are those of the individual and do not represent the views of IAK

Disciplinary measures
Illegal activities may be referred to the appropriate legal authorities.
Measures may involve actions up to and including:

Limiting or prohibiting access to the Internet and/or school hardware; suspension or in extreme cases, expulsion.

Disciplining of staff may involve actions up to and including termination.

Edunation: Re issue of logons and passwords

Students/families who lose or forget their logon and password will only be issued a replacement after paying 2KD administrative charge to the school accountant.

Andy Hill – Principal
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>>> DEAR PARENTS: KINDLY READ THIS AGREEMENT, SIGN IT AND SEND THE WHOLE DOCUMENT BACK TO YOUR CHILD's CLASS/FORM TEACHER.

Student Full Name: …………………………………………………… Parent Name: ……………………………………………………….

Email Address for contact to/from Edunation……………………………………………………………………...........................

Signed……..……………………………………………………. Date: …………………………….

** Please keep a copy for your records and refer to the school's website or Edunation.